



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
BUILDING 1001, ROOM W321
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

AUG 10 2006

IMSW-HOD-ZA

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: U.S. Army Garrison Policy Memorandum #1 - Open Door Policy

1. **REFERENCE.** AR 600-20, Army Command Policy, 13 May 2002.
2. **PURPOSE.** To provide guidance to all U.S. Army Garrison personnel on the Garrison Commander's Open Door Policy.
3. **APPLICABILITY.** This policy is applicable to all civilian and military personnel assigned to and/or under the operational control of the Fort Hood U.S. Army Garrison.
4. **POLICY.** All military and civilian members of this agency have the opportunity to personally speak with the Garrison Commander to present facts, concerns, problems of a personal or professional nature, or other issues that the individual has been unable to resolve at a lower level. This right may not be denied at any subordinate level.
5. **PROCEDURES.**
 - a. Anyone wishing to speak to me should contact my administrative assistant at commercial 254- 287-2205 or DSN 737-2205 to schedule an appointment. If requested, the appointment will be recorded as a confidential entry on my daily calendar.
 - b. All members are encouraged to make full use of the chain of command to resolve problems. Most problems are handled most effectively at the lowest possible level in the chain of command. I highly encourage this means as the first avenue of problem solving and resolution.
 - c. This policy memorandum will be permanently posted on all official bulletin boards.
6. **PROPONENT.** The Garrison Commander's Office is the proponent for this policy.

IMSW-HOD-ZA

SUBJECT: U.S. Army Garrison Policy Memorandum #1, Open Door Policy

7. **EXPIRATION.** This policy memorandum supersedes previous policy issued by the Garrison Commander and will remain in effect until superseded or rescinded.



VICTORIA M. BRUZESE
COL, EN
Commanding